

~~SECRET~~

~~CONFIDENTIAL~~

30 October 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Initial distribution of Personnel Evaluation Reports has been made to supervisory personnel in TR(G) and Support Staff. Reports for TR(S) will be distributed at a meeting to be held by the Deputy Director, TR(S). The second group of Personnel Evaluation Reports will be distributed during the first week of November.

b. All personnel in TR(G) and Support Staff have been converted to the new T.O. effective 26 October 1952. It is anticipated that TR(S) will be converted to the new T.O. on or before 23 November 1952.

c. A meeting with [] is being held today to establish a procedure for reviewing all pending [] requisitions in the light of the revised training program.

d. A revised personnel requirement estimate for FY 53-54 has been submitted to the Comptroller. The supporting details for the revised budget are in process of preparation.

25 YEAR RE-REVIEW

[]
Admin. Officer, OTR

~~CONFIDENTIAL~~